

Guide to Training & Resources



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About the Missouri Ethics Commission

Missouri Ethics Commission

The Missouri Ethics Commission (MEC) was created by the Missouri Ethics Law of 1991 (§105.955 RSMo).

The Commission is charged with enforcement of and retention of information and reports related to:

- ♦ Conflicts of interest laws relating to
 - Public officials
 - Employees
- ♦ Lobbyist reporting laws
- ♦ Personal financial disclosure (PFD) laws
- ♦ Campaign finance disclosure laws

The Commission has six governor-appointed and senate-approved members, not more than three of the same political party. These members must also be from different congressional districts. The Commission elects a chair and vice-chair biannually.

The Commission issues advisory opinions regarding any of the laws which it enforces. Advisory opinions can be found on the Commission website.

Our Mission

We serve the public interest. We assist and educate the citizens of Missouri, public officials, lobbyists, and those participating in public elections. We create transparency and accountability and consistently enforce campaign finance, conflict of interest, and lobbying laws.

www.mec.mo.gov

About Training

What is training?

The Missouri Ethics Commission offers training, in a variety of mediums, to candidates, elected and public officials, legislators, lobbyists and others wanting to learn about campaign finance laws.

Topics include campaign finance, conflict of interest, personal financial disclosure, lobbying and more.

What types of training are offered?

- ♦ **Trainings/Presentations**—as requested from various associations and groups at their events/conferences
- ♦ **County/BOEC training**
 - hosted by a particular county or BOEC for the benefit of their candidates and elected officials
 - located in host county
- ♦ **Webinars**
 - hosted by MEC
 - transmitted over the web
- ♦ **In-person regional training**
 - hosted by MEC
 - located in Jefferson City
- ♦ **Self-running Tutorials**
 - hosted by MEC
 - accessed from our website

Call 1-800-392-8660 or 573-751-2020,
we would be glad to speak at your event!

Training & Presentations

General Overview of Ethics Laws

This presentation provides a **general overview** of conflict of interest laws, advisory opinions, personal financial disclosure, and candidate/campaign finance requirements, discusses the use of public funds and campaign material identification (paid for by) requirements, as well as complaints and enforcement.

Can be suited to meet specific requests of host and needs of attendees (ex: county/city officials, election authorities, etc.)

Lasts approximately 1 hour.

Candidate 101

Election years promise to be very active and **candidates** need to be aware of what is required of them when running for elected office. The law requires campaign finance and personal financial disclosure as well as provides for late fees and penalties for non-compliance.

This presentation provides information about MEC resources, candidate filing, personal financial disclosure, campaign finance disclosure, campaign material identification (paid for by) requirements, conflicts of interest and use of public funds, as well as complaints and enforcement.

Lasts approximately 1 hour.



**Watch our website for scheduled dates,
times and locations.**

Training & Presentations

Candidate Filing

This presentation is for **election authorities** or any person accepting candidate declarations for office for their subdivision. It provides information regarding candidate election packets and what to do prior to the opening date for candidate filing, during candidate filing, after the closing date for candidate filing and also includes tips and reminders for campaign finance, campaign material identification (paid for by) requirements and use of public funds.

Lasts approximately 1 hour.

Conflict of Interest

As an **elected official** there are many laws governing an official's conduct and decision making responsibilities.

This presentation provides information about the conflict of interest laws governed by MEC (ex: nepotism, Ch. 105 general provisions, purchasing, etc.) and includes the use of public funds, complaints and enforcements along with a section dedicated to political subdivision responsibilities and PFD basics.

Lasts approximately 1 hour.



**Training presentations can be suited to meet the needs
of your attendees!**

Training Presentations

New Candidate Training

This in-depth training helps **candidates** understand the requirements they need to know in order to comply with the laws set out in Chapters 105 and 130 RSMo.

Topics include campaign finance disclosure requirements, including record-keeping and reporting and campaign material identification (paid for by) requirements. Personal financial disclosure (PFD) is also included during candidate filing periods.

Candidates and treasurers are encouraged to attend.

Find answers to common questions such as:

- ♦ **Campaign Finance:** How much cash can I receive from a person? What is an in-kind contribution? How much of my own money can I spend?
- ♦ **Campaign Materials:** What must I put on my signs and printed materials? What about campaign t-shirts?
- ♦ **Personal Financial Disclosure:** When must I file this form? What if I don't file? Whose information do I include?

Offered through in-person regional training and county/BOEC hosted events.

Lasts approximately 2—2 1/2 hours.

**If you would like to host a training session,
call 800-39208660 or email training@mec.mo.gov.**


Webinars

What is a webinar?

A webinar is a seminar that is transmitted over the web. Our webinars are interactive (include polling and question and answer sessions) to allow full participation between the audience and the presenter.

Attendees participate online, must have a valid email address, internet access and provide all information requested in the online registration form. Prior to the sessions, confirmation emails and reminders will be sent to the email address provided. The emails also include links to access the session as well as instructions testing internet connectivity.

NOTE: We have tested webinars internally and have found that dial-up internet connections are extremely slow when loading content and not efficient for participation.

See **next page** for list of available webinars 

Need help?

If you have difficulty registering for a webinar, send an email to training@mec.mo.gov (include your registration information and brief explanation of problem).

If you are using a web-based email account (ex: gmail, hotmail, etc.), you will need to generate a new email directly from your email account.

Register online at
www.mec.mo.gov/training.

Webinars

Webinar Sessions:

- ♦ **Campaign Finance Record-Keeping**
 - Record-Keeping provides a continuous record of the financial transactions of a candidate or a campaign finance committee. Attendees will learn when record-keeping begins, who's responsible for the records, requirements and duties of the treasurer/deputy treasurer, reporting basics, how to keep track of contributions, expenditures and more.
 - 1 hour
- ♦ **Campaign Finance Reporting**
 - Most candidates and all committees are required to report their campaign finance activity. Attendees will learn when they are required to form a committee, what it takes ensure you are in compliance with the law, reporting basics, including deadlines and penalties, along with requirements for filing a limited activity or a full disclosure report.
 - 1 hour
- ♦ **PFD for Candidates**
 - Candidates required to file a Personal Financial Disclosure (PFD) statement due to their candidacy will learn important information about their time period covered, deadlines, penalties, electronic filing and more.
 - 30-45 minutes

Tutorials

What is a tutorial?

A tutorial is a self-running presentation, topic specific, that can be accessed at any time from our website. Navigate to the Training Info/Tutorials web page, click on the blue link of the tutorial you wish to view (it will open in your browser window) and adjust your speaker volume to a comfortable level. You may navigate through the presentation by using the navigation pane on the right side of the presentation. There is also a play bar at the bottom of the presentation to play, pause, rewind or advance each slide.

Campaign Finance Topics:

Designed to help campaign finance committees and their candidates and treasurers understand the campaign finance laws, reporting requirements and our e-filing system.

- ♦ **Campaign Finance Tutorials**
 - Campaign Materials Identification (Paid for by) Requirements (7 min)
 - Candidate Reporting Requirements (9 min)
 - Following Campaign Money (10 min)
 - Forming a Committee (15 min)
 - Supplemental Forms-paper filers (15 min)
- ♦ **Campaign Finance e-filing Tutorials**
 - Overview & Navigational (13 min)
 - Reporting for e-filers Pt I (7 min)
 - Reporting for e-filers Pt II (10 min)
 - Reporting for e-filers Pt III (12 min)
 - Reporting for e-filers Pt IV (9 min)
 - Section Wizard (12 min)
 - Import Function (7 min)



Tutorials are accessible, directly from our website, 24/7 and require no special software to view.

Tutorials

Ethics Overview Topics:

Designed to help the general public learn more about the Missouri Ethics Commission and Missouri's ethics laws.

- About the Commission (6 min)
- Conflict of Interest & Use of Public Funds (6 min)
- Campaign Finance & PFD (8 min)
- Lobbyist (9 min)

Lobbyist Topics:

Designed to help lobbyists or anyone interested in lobbying learn about lobbyist's, principals and reporting requirements.

- Lobbyist Basics (6 min)
- Lobbyists Requirements & Enforcement (10 min)
- Lobbyist Resources & Online Searches (4 min)
- Lobbyist Online Filing (12 min)

Political Subdivision's Duties Tutorial:

Designed to help local, city and county clerks and election authorities understand the duties required by the MEC of them pertaining to their political subdivision.

The full tutorial is 27 minutes and is broken into sections, including:

- Political subdivision basics (terms and definitions, conflict of interest ordinances, election packets, annual filers etc.)
- Personal financial disclosure requirements (who has to file, forms, time periods, e-filing, etc.)
- Elections and candidate filings (step-by-step process for candidate filing)
- Campaign finance basics (reporting requirements, filing officers, reports, election reminders, etc.)

Other Resources

Calendars and Deadlines & Reminders:

- ♦ **Campaign Finance Reporting Dates**
Provides reporting dates and deadlines for **all** elections for entire calendar year
- ♦ **Filing Deadlines for Personal Financial Disclosure**
Provides filing deadlines and penalties for **all** elections for entire calendar year
- ♦ **Deadlines & Reminders (by election date)**
Provides reporting dates and deadlines for **specific** elections

Publications:

- ♦ **Guide to Ethics Law—A Plain English Summary**
- ♦ **Candidate/Committee (Campaign Finance)**
 - A Guide to Record-Keeping Booklet
 - After Election Requirements & Debt Service Committees
 - Campaign Committees
 - Campaign Materials Identification Requirements (paid for by)
 - Contribution Uses & Legal Fees
 - Exempt Candidates
 - Fund-Raising Event Held
 - Guide to Continuing Committees (PACs)
 - Hot Topics in Campaign Finance
 - Statement of Limited Activity Requirements
 - Terminating a Committee
 - Treasurer's Guide for Campaign Finance
 - When to Form & Register a Committee



Other Resources

- ♦ **Complaints/Conflict of Interest**
 - Conflict of Interest Guide
 - Relationship Chart
- ♦ **Personal Financial Disclosure**
 - Guide to Personal Financial Disclosure
 - Relationship Chart

Frequently Asked Questions (FAQS):

We have compiled the most frequently asked questions that we receive into easy to navigate formats, categorized by topic:

- ♦ **Candidates/Committees (Campaign Finance)**
- ♦ **Conflict of Interest**
- ♦ **Enforcement Actions**
- ♦ **Lobbyist**
- ♦ **Personal Financial Disclosure**

Law Links:

- ♦ **Chapter 105 RSMo.**
(Public Officers and Employees—Miscellaneous Provisions, Regulation of Conflict of Interest and Lobbying)
- ♦ **Chapter 130 RSMo.**
(Campaign Finance Disclosure Law)

Also view “Candidate Central”
on our website.

Notes

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Contact Information

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Missouri Ethics Commission

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